



City of Waukesha Parks, Recreation & Forestry Department

Cool School “Rec”

Parent Manual 2016

Banting Elementary School

2109 Butler Drive, Waukesha
(262) 225-7418

Blair Elementary School

301 Hyde Park Drive, Waukesha
(262) 349-3738

Randall STEM Academy

114 S Charles Street, Waukesha
(262) 225-7418

Summit View Elementary School

2100 Summit Avenue, Waukesha
(262) 993-2539

General Information:

City of Waukesha Parks, Recreation & Forestry Department
1900 Aviation Drive
Waukesha, WI 53188
(262) 524-3737 (phone)
(262) 524-3713 (fax)
www.waukesha-wi.gov

Office Hours:

Monday - Friday
8:00 am - 4:30 pm

WPRF Vision

“Gold Medal” services...Exceptional quality of life

WPRF Mission

To be responsive and committed to providing essential park, recreation and urban forestry services, making our community a desirable place to live, work and play.

Welcome to Cool School “Rec”

Welcome to the 2016 Waukesha Parks, Recreation and Forestry Department’s Cool School “Rec” program held in conjunction with the Waukesha School District’s Summer School Program. We are excited to be providing this program to the Waukesha Community.

This handbook has pertinent information regarding the program. This information will help prepare you and your child for a great summer! If you have any further questions after reading this handbook, please feel free to contact us at anytime. Thank you for joining us this summer!

Sincerely,

Kristin Serpe,
Recreation Programmer
(262) 524-3715

Jeff Patzer & Abby Snopek,
Playground Coordinators
(262) 524-3737/(262) 993-2085

Table of Contents:

Program Highlights.....	3
Program Staff.....	4
Program Structure and Goals.....	4
Daily Schedule.....	4
Horning Middle School Walkovers.....	5
Program Partners.....	5
Lunches and Snacks.....	6
Drop Off and Pick Up Procedures.....	7
What to Bring.....	8
Health and Emergency Information.....	8
Medication Policy.....	9
Additional Program Information.....	9
Applying Sunscreen.....	9
Americans with Disabilities Act.....	10
Photograph Policy.....	10
Code of Conduct.....	10
Field Trips and Special Events.....	11
Child Information Form.....	15
Medication Authorization Form.....	17

Cool School Program Highlights

The Cool School “Rec” program is for students who have completed 1st-5th grade.

For those students who have completed 5th grade and will be attending Horning Middle School for summer school, the Cool School “Rec” program at **Banting** will offer a daily walkover to and from the Banting Park Shelter and Horning School.

For more detailed program information, please read the following sections thoroughly for program information and guidelines. Some program highlights include:

- The Cool School ‘Rec’ program will run alongside the Cool School “Rec” JUNIOR program for students entering Kindergarten and 1st grade. These two programs will operate separately for a majority of the time; however, at times the groups may join for various activities. The early drop-off and late-pick up programs will operate as one program.
- Participants attending the Summit View and Blair/Horeb sites will walk to Horeb pool on Tuesday afternoons. Participants attending the Randall program will walk to Buchner pool on Tuesday afternoons. All sites (Banting, Blair/Horeb, Randall and Summit View will participate in off-site bus field trips on Friday afternoons. For trip information, see pages 11-13).
- Free Breakfast and Lunch program: The School District of Waukesha is providing a free breakfast and lunch program at Banting, Blair and Randall for the duration of summer school. All Cool School participants who wish to receive a free breakfast and/or lunch will be accompanied by a leader to the breakfast and lunch programs.
- Horning Walkovers: For students attending summer school at Horning Middle School, a Cool School staff member will accompany students from the Banting Shelter to Horning school at 7:40 am each day. The staff member will also arrive at Horning at 11:45 am to accompany students on the walk back to the Banting shelter.

Program Staff

The Cool School leaders are college students and college graduates who truly enjoy working with children. They all have experience with playground programs and/or have taught children in a school or recreation setting. Staff attends an intensive training program prior to the summer which includes certification and recertification in First Aid and CPR, Behavior Management, Games/Activities training, etc. Cool School leaders are responsible for planning and supervising all daily activities.

The ratio of participants to Cool School leaders is no greater than 12:1.

Leaders in Training (L.I.T.) opportunities are available to young people, ages 13-17, who are interested in assisting with the program. L.I.T.s must attend a Leading Forward workshop, apply for a position, interview and attend additional training workshops.

Program Structure and Goals

The primary goal of the Cool School program is to provide children with a safe, enjoyable and fun environment. This goal is accomplished by offering a variety of activities and materials that promote enjoyment, exploration, creativity and play. The program is designed to enhance your child(ren) physically, socially, emotionally and intellectually.

Daily Schedule

Please note: Activities are subject to change in the event of inclement weather

7:30 - 8:15 am:** Free Play

****7:40 - 8:05 am:** Free Breakfast program available at **Banting, Blair/Horeb & Randall**. Participants who would like a free breakfast provided in partnership with Sodexo and the School District of Waukesha will walk to the school with a staff member.

8:15 - 10:15 am: Group Activity Time (Active games, Rhythms, and Arts/Hobbies)

10:15 - 10:30 am: Snack

10:30 - 11:30 am: Passive Games

11:30 am - 1:00 pm:** Lunch and Free Play

****12:00 - 12:25 pm:** Free Lunch program available at **Banting, Blair/Horeb & Randall**. Participants who would like a free lunch provided in partnership with Sodexo and the School District of Waukesha will walk to the school with a staff member.

1:00 - 3:00 pm: Group Activity Time (Active games, Rhythms, and Arts/Hobbies)

3:00 - 3:15 pm: Snack

3:15 - 5:00 pm: Group Activity Time (Active games, Rhythms, and Arts/Hobbies)

5:00 - 6:00 pm: Free Play

Unique, hands-on activities and learning experiences will be introduced on a weekly basis.

Weekly calendars will be provided for parents. Calendars will include information on field trips, special events and daily activities. Please keep the calendars handy so that you have access to the Cool School phone number and contacts.

Horning Middle School Walkovers

Students who are attending Horning for summer school will be walked to and from the Banting Park Shelter and Horning Middle School. The walk is less than a quarter of a mile.

Program Partners

UW-Extension: Nutrition Program

“Healthy Habits for Life”

<i>Banting:</i>	<i>TBD</i>
<i>Blair/Horeb:</i>	<i>TBD</i>
<i>Randall:</i>	<i>TBD</i>
<i>Summit View:</i>	<i>TBD</i>

Waukesha Public Library: Stories in the Park

“On Your Mark, Get Set, Read!”

<i>Banting:</i>	<i>TBD</i>
<i>Blair/Horeb:</i>	<i>TBD</i>
<i>Randall:</i>	<i>TBD</i>
<i>Summit View:</i>	<i>TBD</i>

Lunches and Snacks

Participants should bring a lunch each day. Lunch will be eaten around 12:00 pm daily. Parents are encouraged to send food items that will make positive contributions to children's diet and health. Lunches should include beverages. A cooler, but not refrigeration, will be available for lunches and beverages.

School District Breakfast & Lunch Program: The School District of Waukesha and Sodexo will be providing a FREE breakfast and lunch program at Banting, Blair and Randall while summer school is in session. Any Banting, Blair and Randall Cool School participant who wishes to receive the free breakfast and/or lunch program is welcomed to do so. A leader will accompany participants as they walk to the program.

Water will be available at all times and water breaks are encouraged throughout the day.

Many participants wish to have a snack during the day - morning and afternoon. A snack during the morning hours can help carry a participant through until lunch. This is optional for each participant. Snacks should be ready to eat in bite-sized portions with any necessary utensils provided. The snacks that you provide are for your child's own consumption and should not be shared with other children.

Drop Off and Pick-Up Procedures

Drop-Off:

Parents must walk children to the designated meeting area and sign your child(ren) in to the Cool School program. If your child is participating in summer school classes before the “Rec” program, he/she will be signed in upon arriving from the summer school classes by a staff member.

<i>Banting:</i>	<i>Banting Park Shelter</i>
<i>Blair/Horeb:</i>	<i>Horeb Park Shelter</i>
<i>Randall:</i>	<i>Randall Gymnasium</i>
<i>Summit View:</i>	<i>Outdoor Classroom (blacktop, top of hill at front of building)</i>

Pick-Up:

When picking up your child(ren), parents/guardians must walk to the designated meeting area and sign your child(ren) out of the Cool School “Rec” program.

<i>Banting:</i>	<i>Banting Park Shelter</i>
<i>Blair/Horeb:</i>	<i>Horeb Park Shelter</i>
<i>Randall:</i>	<i>Randall Gymnasium</i>
<i>Summit View:</i>	<i>Outdoor Classroom (blacktop, top of hill at front of building)</i>

Children cannot be dismissed from the program without a parent/guardian signing them out, unless written permission is given by their parent/guardian. If someone other than the parent/guardian picks up your child, that person must be authorized to do so on the *Child Information Form* or written permission must be submitted to Cool School leaders prior to the pick-up.

Late Pick-Up:

We ask that you be observant of your pick up time and arrive before the program closes for the day. All children must be signed out on the daily sign-out sheet. Anyone that arrives after the program closes will be assessed a fee. This fee is \$5.00 for every 15 minutes or fraction thereof. This fee will be paid the day of the late pickup.

We understand that emergencies may occur. If you find yourself in such a predicament, please call the Cool School phone. This courtesy will alleviate anxiety on the part of your child and the Cool School leaders. Continuous late pick-ups will result in the dismissal for Late Pick-Up care.

What to Bring

Attire:

Please make sure your child dresses comfortably and wears shoes that they can run and play in. Tennis shoes are preferred. Also, be sure to send along a swimsuit, towel, waterproof bag and clothes to change into when they have a water activity. Please be sure to label all items to ensure that they are returned to the proper child.

Extras:

Please note that your child will be outside whenever the weather permits. Sunscreen and bug spray should be applied at home and an additional supply should be included in children's bags to reapply throughout the day. Spray sunscreen is preferred.

Personal Items:

Cell phones, MP3 players, tablet devices and electronic games, etc. are not allowed at Cool School "Rec". We provide all of the equipment/materials needed; therefore, participants should not bring games or toys from home. Jackets, lunches, extra clothing, etc should be labelled with your child's name.

Health and Emergency Information

It is the responsibility of the parent/guardian to complete the attached *Child Information Form* for participants prior to your child(ren) beginning the program.

Please inform the Cool School leaders of any medical condition that requires consideration or accommodations by the Recreation Department staff. It is important to identify any special needs for the protection of the individual, other participants and program staff. We will respect your confidentiality.

If your child is injured or ill at Cool School and requires more than basic First Aid, we will attempt to contact the parent/guardian or listed emergency contacts. All steps will be taken to assure the safety and welfare of your child. If your child is injured and transported to the local hospital, a Cool School "Rec" leader will stay with your child at all times until you or an emergency contact arrives.

The City of Waukesha Parks, Recreation and Forestry Department does not provide medical/hospital insurance coverage for persons participating in sponsored activities and cannot assume responsibility for injury to any participants in its recreation programs.

Medication Policy

Medication will only be distributed at our all-day program sites (Summer Explorers & Cool School “Rec”)

- Medication will be stored in a locked storage box
- Parental consent and Physician Order must be on file with staff before medication is administered
- Medication will be given to the participant in private by a staff member
- Staff will hand the participant the medication, observe them take it and look in their mouth to be sure it is swallowed
- Staff will then document that the medication was taken
- It is the Parent/Guardian responsibility to make sure that medication is available for distribution at the site
- Epi-Pen will only be administered by staff that has been trained in Epi-Pen administration.

Additional Program Information

Applying Sunscreen on Children

Parents/Guardians should be advised to apply sunscreen on their child(ren) before attending programs.

In all-day programs, children are asked to bring their own sunscreen and will be asked to re-apply sunscreen by themselves under the direction of WPRF staff. Staff will point out any areas that did not get covered. WPRF staff will only assist children if they are having difficulty reaching areas needing to be covered. Two staff members will be present when applying.

Americans with Disabilities Act

We comply with the American with Disabilities Act (ADA) which prohibits discrimination on the basis of disability. We will make reasonable accommodations for individuals with disabilities who meet essential eligibility requirements for the desired program. Individuals with disabilities are encouraged to contact the Parks, Recreation and Forestry Department.

Photograph Policy

Please be aware that WPRF participants may be photographed or taped for promotional purposes (i.e, WPRF Activity Guide, Channel 25, newspapers). Please let the staff know if you do not want your child to be photographed.

Code of Conduct

Unacceptable Conduct - Such conduct includes, but is not limited to the following actions: Defiance of authority, disorderly or disruptive conduct, fighting, foul or abusive language or gestures, illegal gambling, harassing, threatening or intimidating others, loitering, possession of weapons or dangerous articles (as defined by local police/state statutes), possession of tobacco in any form, misuse or destruction of any WPRF equipment or facilities, setting fires, sexual harassment or assault, theft, robbery or extortion use, possession, sale, distribution of being under the influence of alcohol or any other illegal controlled substance, vandalism, a misdemeanor, a felony, use or possession of laser pens and/or pointing devices, hazing and bullying.

The following procedures will be used in handling discipline situations:

- 1.) Verbal warning (with reasons as to why the behavior is inappropriate) and/or redirection of behavior will be the immediate action in correcting inappropriate behavior.
- 2.) Time-Outs will be given if the behavior is not corrected. A second time out on the same day will result in a discussion with parents and immediate program supervisor will be notified.

The severity of the child's behavior will determine what actions need to be taken - possibly suspension or dismissal from the program.

*Any violent or physical actions will receive an automatic removal from the group and parent discussion. The City of Waukesha Parks, Recreation and Forestry Department reserves the right to dismiss a participant whose behavior endangers the safety of themselves or others and/or if inappropriate behavior does not stop.

Field Trips and Special Events

The fees for the field trips have been built into the registration costs. Please note that your child(ren) may need extra money for snacks or miscellaneous items on a field trip, but leaders will not be responsible for any additional money for children. Your child will bring home a permission slip to be signed and returned to Cool School staff by a specific date.

Buchnerfest/Library Kick Off

“On Your Mark, Get Set, Read!”

Saturday, June 11

Buchner Park, 231 Oakland Avenue

10:00 am - 12:00 pm

Free of Charge

Buchnerfest Activities include:

- Decorate your own sports-themed pennant!
- Get a sports-themed temporary tattoo
- Make a keychain for your favorite team!
- Test your skills with the Blastball Base Run Challenge!
- Play classic playground games with WPRF Playground staff

Friday, June 17: A Trip to the Movies! *Finding Dory*

Marcus Majestic Theater, Waukesha

Summit View: 9:30 am – 12:30 pm

Friday, June 24: Kids' Day at Lowell Park!

Lowell Park, Waukesha, WI

Get ready for an action-packed afternoon of water games, craft activities, team challenges and more! Activities will include water games, open play of Knock-Hockey, Kite-making, field games with Waukesha Police Officers and a Fire Safety demonstration with the Waukesha Fire Department! Be sure to pack a swimsuit as the event will conclude with the Fire Department spraying the fire hose on the crowd!

Summit View: 12:00 – 3:45 pm (walking field trip)

Friday, July 1: Swimming at Horeb/Bucher Pool

Horeb Pool, Waukesha

Spend an afternoon swimming at Horeb pool!

Banting: 12:15 – 3:45 pm (bus trip to Horeb)

Blair/Horeb: 12:30 – 3:30 pm (walking field trip to Horeb)

Randall: 12:15 – 4:00 pm (walking field trip to Buchner)

Summit View: 12:15 – 4:00 pm (walking field trip to Horeb)

Monday, July 4: Children's Parade

Waukesha, WI

No Cool School "Rec" Program today

11:00 am - 12:00 pm, Parade begins at Cutler Park and finishes at Frame Park.

Open to the public - Cool School "Rec" Program will participate in the parade.

Friday, July 8: A Day at Muskego Beach!

Muskego Park, Muskego

Come enjoy a day at Muskego Park! Participants will spend the day fishing, swimming, hiking and participating in the Annual Sandcastle Building Competition!

Banting: 12:15 – 4:30 pm

Blair/Horeb: 12:25 – 4:20 pm

Randall: 12:15 – 4:30 pm

Summit View: 12:15 – 4:30 pm

Friday, July 15: Fishing at Frame Park

Rotary Building & Frame Park, Waukesha, WI

Who needs to leave Waukesha to have fun? We will be whipping out our fishing poles and casting them in the Fox River. We will also have games and activities planned for the whole day in what is sure to be a great outing in our very own back yard.

<i>Banting:</i>	<i>12:10 – 4:00 pm</i>
<i>Blair/Horeb:</i>	<i>12:20 – 3:45 pm</i>
<i>Randall:</i>	<i>12:15 – 3:45 pm</i>
<i>Summit View:</i>	<i>12:15 – 3:50 pm</i>

Friday, July 22: Waukesha SongFest

Les Paul Performance Center, Cutler Park, Waukesha

Come watch some of Waukesha's most talented performers! Each Park Site and other Waukesha Youth have been preparing all summer to create their own musical routine. Activities will include performance and judging of songfest competitors, dancing to a live DJ and music-themed crafts!

<i>Banting:</i>	<i>12:10 – 4:15 pm</i>
<i>Blair/Horeb:</i>	<i>12:20 – 4:15 pm</i>
<i>Randall:</i>	<i>12:15 – 4:10 pm</i>
<i>Summit View:</i>	<i>12:10 – 4:20 pm</i>

Thanks for joining us at Cool School "Rec"...
We're looking forward to a great summer!



City of Waukesha Parks, Recreation & Forestry
Cool School Child Information Form



Child's Name _____
First Middle Last

Date of Birth ____/____/____ **Age** ____ **Grade** ____

Program Site: _____

Address _____ **City** _____ **Zip** _____

Parents/Guardians

Parent/Guardian 1: _____ **Relationship:** _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Parent/Guardian 2: _____ **Relationship:** _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Parent/Guardian 3: _____ **Relationship:** _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Parent/Guardian 4: _____ **Relationship:** _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Emergency Contacts

Name _____ **Relationship to Child** _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Name _____ **Relationship to Child** _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

(More on back)

Persons Authorized to pick up Child other than Parents/Guardians:

Name _____	Phone _____	Relationship: _____
Name _____	Phone _____	Relationship: _____
Name _____	Phone _____	Relationship: _____
Name _____	Phone _____	Relationship: _____

Child Health/Behavior

Does your child have any allergies, previous serious illnesses, medications, behavioral concerns, special needs, etc.? ____ Yes ____ No

If yes, please explain: _____

Child's Physician _____ Phone: _____

Any other Information, you would like to share with Staff regarding your child:

Parent/Guardian Signature _____ Date _____

Thank you! All information on this form is kept in confidence and shared only with WPRF Cool School "Rec" program staff and administrators.



City of Waukesha Parks, Recreation & Forestry
Authorization to Administer Prescribed or Over the Counter Medication



**ONLY NEEDS TO BE COMPLETED AND RETURNED IF YOUR CHILD WILL BE
TAKING MEDICATION AT THE COOL SCHOOL PROGRAM**

PARENTAL CONSENT

Child's Name: _____ **Date of Birth:** _____
Address: _____ **City:** _____ **Zip:** _____
Cool School Site: _____

Parent/Guardian: _____
Home Phone: _____ **Work Phone:** _____ **Cell Phone:** _____

I give permission for my son/daughter to receive the medication authorized by his/her physician. I give permission to share this information with the appropriate WPRF staff. I will:

- 1.) Deliver medication to Cool School Staff in pharmacy-labeled container (prescription only) or original container/packaging (over the counter only).
- 2.) Maintain a sufficient supply of medication at school.
- 3.) Obtain a new authorization form if any changes occur with this medication.
- 4.) Pick up any un-used medication.

Parent/Guardian Signature: _____ **Date:** _____

PHYSICIAN ORDER

I am prescribing medication for (child's name) _____ which is as follows:

Name of Medication	Dosage	Form of Administration	Time	Possible Adverse Side Effects

For inhaled medications only – check appropriate line:

_____ In my opinion, this student demonstrates the ability to carry and self-administer the above medication.

_____ In my opinion, this student should not carry and self-administer the above medication

The above order shall remain in effect through the end of the Cool School "Rec" program for the Summer of 2016 unless discontinued or changed by me or if the parent/guardian withdraws the request in writing.

Physician's Name: _____ **Phone Number:** _____
Physician's Signature: _____ **Date:** _____